

State of Hawaii
Department of Human Services
Office of Youth Services (OYS)

RFP #HMS 501-06-05
Drug & Violence Prevention Activities for Youth

QUESTIONS AND ANSWERS

The following are responses to the written questions submitted either at the March 30, 2006 Orientation Session or received in writing by March 31, 2006, as specified in Section 1 of the RFP.

- Q1. Where can I find the RFP Interest Form?
- A. **The RFP Interest Form may be downloaded at the State Procurement Office website at <http://www.hawaii.gov/spo2/health/rfp103f/> by right clicking on the words RFP Interest Form located in the paragraph at the top of the page.**
- Q2. Do I need to complete the intent to apply form cited on the RFP site?
- A. **The RFP Interest Form is not required to indicate intent to submit a proposal in response to the RFP. However, to be advised of changes and updates, interested parties must provide an e-mail address to the RFP contact person located in the RFP details and the RFP document. It is recommended that the [RFP Interest form](#) be downloaded, completed, and e-mailed, faxed, or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.**
- Q3. Will only non-profit organizations be considered?
- A. **As stated in the public notice of RFP #HMS-501-06-05 located at <http://www4.hawaii.gov/spoh/HealthandHumanServicesProcurementNotices.htm>, eligible applicants include schools, community-based organizations (including community anti-drug coalitions), other public entities and private organizations, and consortia of these agencies.**
- Q4. Where can we find the authorized LEA activities referenced to in the RFP?
- A. **Applicants should inquire at the specific schools within the geographic area of proposed service regarding the SDFSCA funded activities being planned, designed, or conducted. The proposed services should complement the SEA's efforts to have youth connected to and attending school and/or participating in an environment conducive to learning. Title IV, Part A, Subpart 1, Section 4112, Elementary and Secondary Education Act of 1965 as amended by the No Child Left Behind Act of 2001 Public Law 107- 110, authorizes SEA/LEA activities that may include:**
- 1) identification, development, evaluation and dissemination of drug and violence prevention strategies, programs, activities and other information;**
 - 2) training, technical assistance, and demonstration projects to address violence that is associated with prejudice and intolerance; and**

- 3) **financial assistance to enhance drug and violence prevention resources available in areas that serve large numbers of low-income children, are sparsely populated , or have other special needs.**

Q5. Do we have to coordinate with the school system?

- A. **See Section 2, Service Specifications. These grant funds shall be utilized to develop, implement, and evaluate comprehensive programs and activities which are coordinated with schools and other community-based services. The goal of the service is to prevent school violence and drug use by youth and to help schools and communities create safe, disciplined, and drug-free environments that support student academic achievement. Additionally, priority will be given to programs and activities that prevent drug use and violence for children and youth who are not normally served by the State Education Authority (Hawaii State Department of Education) or local school district and populations that need special or additional services and resources to fully understand and grasp the drug and violence prevention information. It is recommended that the applicant coordinate with the schools in the particular geographic area of proposed service delivery to more completely assess the incidence of violence and illegal drug use in the schools and community, to more accurately identify the needs of the proposed target population and to promote seamless service delivery and avoid duplication of service.**

Q6. Do programs have to come from Center for Substance Abuse Prevention (CSAP) evidence-based list since CSAP no longer stipulates use of “best practices”?

- A. **See Section 2. Service Specifications, III. Scope of Work, A., 1.c. Proposed services are not limited to the programs endorsed by CSAP. The Principles of Effectiveness require there be evidence from scientifically-based research that the proposed program will reduce violence and illegal drug use among youth. Applicants should select programs that will appropriately impact the behaviors and address the identified needs of the target population. Resources may be found in, but are not limited to the RFP, Section 5, Attachment E., as well as the following websites:**
<http://www.cdc.gov/ncipc/dvp/bestpractices.htm>,
<http://www.ed.gov/offices/OESE/SDFS/programs.html>
http://www.dsgonline.com/mpg2.5/mpg_index.htm, and
<http://casat.unr.edu/bestpractices/>

Q7. Is this a grant that would allow us to get our teachers trained as Lifeskills trainers?

- A. **The proposed services will be evaluated based on the degree of compliance with the Principles of Effectiveness and the incorporation of the service components stated in the RFP Section 2-Service Specifications. Applicants should determine if and describe how chosen practices and planned activities address the requested services and requirements stated in the RFP. Additionally, applicants should consider the criteria for evaluating the proposed service found in Section 4-Proposal Evaluation, page 4-4.**

- Q8. Would this be better done by district or as one statewide effort?
- A. **The decision regarding configuration of services and construction of the proposal should be determined by the applicant(s) and in a way that best addresses the specifications of the RFP, meets the goals of the service, and utilizes the abilities of the “applicant” to provide the proposed services.**
- Q9. Would it be better to apply as a state agency for schools in each of our school districts, or have each of our district Resource Teachers apply for each of their school districts?
- A. **The decision regarding configuration of services, construction of the proposal and establishing the applicant partnership should be determined by the applicant(s) and in a way that best addresses the specifications of the RFP, meets the goals of the service, and utilizes the abilities of the “applicant” to provide the proposed services.**
- Q10. Please explain the requirement regarding equitable services for private school students.
- A. See <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html> for Education Department General Administrative Regulations (EDGAR) 34 C.F.R. 76.650. **“If the authorizing statute for a program requires a grantee to provide for participation by students enrolled in private schools, the grantee shall provide a genuine opportunity for equitable participation in accordance with the requirements that apply to subgrantees under 34 C.F.R. 76.650-76.662.”**

This further explanation is excerpted from the Safe and Drug-Free School and Communities Act State Grants (SDFSCA) Draft Guidance for State and Local Implementation of Programs under Title IV, Part A, Subpart 1, Elementary and Secondary Education Act of 1965 as amended by the No Child Left Behind Act of 2001 Public Law 107- 110.

“States and local recipients of SDFSCA are subject to the requirements in Section 9501 regarding participation of private school children and teachers. These requirements extend to discretionary grant programs authorized under Title IV, Part A and to the Community Service Grant Program (a formula program authorized by Section 4126 of the SDFSCA). Generally, the provisions require that children enrolled in private elementary and secondary schools (and their teachers) must be provided equitable educational services or other benefits, compared to services and benefits received by public school children and teachers.

Local Education Authority (LEAs) must consult with appropriate private school officials during the design, development, and implementation of programs on issues such as how the children’s and teachers’ needs will be identified; what services will be offered; how, where, and by whom the services will be provided; how the services will be assessed and how the results of the assessment will be used to improve those services; the size and scope of the equitable services; the amount of funds available for those services; how and when the LEA will make decisions about the delivery of services; and a

thorough consideration and analysis of the views of the private school officials on the provision of contract services through potential third-party providers. If the needs of private school students and teachers are different from those of public school students and teachers, the LEA, in consultation with private school representatives, is required to develop a separate program. Decisions affecting the opportunities of eligible private school students' and teachers' participation in Title IV, Part A programs are made only after consultation has taken place.

The services must be secular, neutral, and non-ideological, and must be furnished following timely and meaningful consultation with private school officials.

Funds provided for programs and services for private school students and teachers must be equal on a per-pupil basis, taking into account the number and educational needs of the children to be served, to the funds provided for participating public school students and teachers. Hence, on a per-pupil basis, expenditures for public and private school students and teachers must be equal. Costs for administering programs for public and private school students and teachers must come "off the top" of the allocation before determining how much of the allocation should be used for public and private school students and teachers. In addition, funds used to provide services to private school students and their teachers must remain under the control of the LEA or public agency; title to materials, equipment, or property purchased to support services or benefits to private school children must remain with a public agency. (See Section 9501, Title IX, Part E, Subpart 1 of the ESEA).

In order to facilitate consultation between public and private school officials and the effective implementation of programs and services for private school students and teachers, SEAs/LEAs are encouraged to create *Non-Public School Working Groups* made up of representatives from the full spectrum of private schools. Such groups exist in some States and LEAs, meet on a regular basis, and smooth the progress of federal education program implementation for private school students and teachers."

- Q11. What if data is not formally collected by the State or any other agency at a state level for the target population? Currently, only the Center for Disease Control (CDC) collects very little data on the Lesbian/Gay/Bi-Sexual/Transgender (LGBT) youth and adult population. However, informal data on clients shows the LGBT population to be at significantly higher risk.
- A. See RFP, Section 2-Service Specifications, III-Scope of Work, A., pages 2-5 and 2-6. Proposed services shall be based on an assessment of objective data regarding the incidence of violence and illegal drug use in the schools and communities to be served *to justify the need* for the proposed drug and violence prevention activities. Additionally proposed services shall be based

on an analysis of data *reasonably available* at the time of the prevalence of risk factors, protective factors, or other variables in schools and communities. Applicants should also review the criteria for evaluating the proposed service found in Section 4-Proposal Evaluation, 3. Service Delivery, page 4-4 when planning for the proposal.

- Q12. Because of cultural norms, sex abuse data is not collected, is it necessary for the needs assessment to be conducted within a geographical area?
- A. **See RFP Section 2–Service Specification, III., A., page 2-5. The services shall be proposed based on an assessment of objective incidence data and a justifiable need for the service. See RFP Section 2–Service Specification, I., E., page 2-3. The intent is to make awards for drug and violence prevention services to address the needs presented for specific geographic areas or regions.**
- Q13. Can we only provide services to kids 10 and older through this grant?
- A. **See RFP Section 2–Service Specification, I. G. page 2-3. Priority will be given to programs and services that target youth 10 – 19 years old and/or those children and youth who may not be served by the Hawaii Department of Education or those who may need special services or additional resources to prevent their involvement with drug use and violence.**
- Q14. Can this program be an after school program outside of the DOE curriculum?
- A. **The RFP does not specify the time of day for the service delivery.**
- Q15. Can the service be provided during the school hours for public school, i.e., lunch time, or AA?
- A. **The RFP does not specify the time of day for the service delivery. See Question #13.**
- Q16. Does the service have to be delivered at a specific time of day, or as a part of a school curriculum?
- A. **The RFP does not specify the time of day or the location for the service delivery. Section 2 of the RFP describes the priority services and target population.**
- Q17. Is the staffing to be listed for the agency or just the program?
- A. **See RFP Section 2-Service Specifications, I., E. and F. No specific amounts or number of awards has been pre-determined for any geographic area. The approximate maximum amount per award is anticipated to be \$100,000.00. Awards will be made based on the responsiveness of the proposed services to the RFP and the identified needs.**
- Q18. How many agencies will be awarded?
- A. **See RFP Section 2-Service Specifications, I., E. and F. No specific amounts or number of awards has been pre-determined for any geographic area.**

- Q19. Is \$100K the absolute upper limit for funding?
- A. **See RFP Section 2-Service Specifications, I., E. and F. No specific amounts or number of awards has been pre-determined for any geographic area. The *approximate* maximum amount per award is anticipated to be \$100,000.00. Should an inadequate number of responsive and responsible proposals be submitted or sufficient monies be available, the State reserves the right to allocate additional funds to those applicants who have submitted acceptable proposals.**
- Q20. Can our agency apply with more than one project site so the dollar amount can exceed \$100,000?
- A. **See RFP Section 2-Service Specifications, I., F. and II. C. Each award, anticipated to be approximately \$50,000.000 to \$100,000.00, will result in a contract. The RFP does not specify the number or location of sites for proposed services per award. Multiple proposals will not be accepted.**
- Q21. Does the RFP require 2 different budgets for the two contract periods?
- A. **See RFP Section 2-Service Specifications, I., F. The award will be for one (1) contract period that will consist of two (2) budget periods. Applicants should propose a budget for each budget period, the amount which will support the costs for services and activities to be provided during that budget period.**
- Q22. Does the RFP allow for implementation time if it is a new program?
- A. **The RFP allows for an implementation phase for service delivery. Proposals submitted in response to the RFP should include work plans and timelines describing the planning, design, implementation and evaluation of services and activities.**
- Q23. Since there is more money available for the first and shorter budget period – do we have to spend more funds in the first budget period or can the total contract funds be combined and expended equally over the 16-month contract period?
- A. **The funds available for the awards are almost equal amounts from two different federal grant awards. The funds available from the first grant award will lapse 12/31/06. The funds available for the second grant award will lapse 12/31/07. Awards resulting from this RFP will utilize two budget periods within one 16-month contract period. The first budget period will be approximately four months and the second budget period will be approximately twelve months. The proposed budget for each fiscal period should reflect costs that are reasonable and that support the scope of services and requirements of the RFP.**
- Q24. Can the funds for the first budget period be encumbered and carried over the for second budget period?
- A. **See Question # 23. The funds from the first budget period cannot be carried over to the second since the funds available from the first federal grant award will lapse 12/31/06.**

- Q25. Can funds be paid in advance of service?
- A. **See Section 2-Service Specifications, III. Scope of Work, B. Management Requirements, pages 2-13 and 2-14. Pricing structure will be based on a cost reimbursement basis. For each budget period, after the first payment made in advance, monthly invoices shall be based on expenditures actually incurred for the performance of the services required under the contract.**
- Q26. Regarding the required Cost Allocation Plan, is the project plan or the agency plan required?
- A. **See RFP Section 3-Proposal Application Instructions, V., B. Other Financial Related Materials. The Cost Allocation Plan for the agency should be submitted with the proposal.**
- Q27. What is meant by the “token amount” that program participants may be charged?
- A. **Reference to Section 2-Service Specifications, III-Scope of Work, B-Management Requirements, 2.f., page 2-10. “Token amount” is determined by the type of services and specific requirement of the services. Generally, program participants should not be requested to pay for the services that are already funded by the contract.**
- Q27. What is the last day to submit questions?
- A. **See RFP Section 1-Administrative Overview, page 1-1. The last day to submit questions for written response is March 31, 2006.**
- Q28. Can we submit one proposal for two different sites?
- A. **One proposal may include multiple sites, as long as it is consistent with the service request.**
- Q29. Are the Risk Focused Prevention Program developed by Catalano and Hawkins and the Developmental Assets considered as "Best Practice"?
- A. **See Section 2-Service Specifications, III-Scope of Work, A., c., page 2-6. Recipients of SDFSCA funds must use funds to implement programs that meet the Principles of Effectiveness. Programs that meet these standards have demonstrated effectiveness in preventing youth drug use, violence, or disruptive behavior. The proposal should describe how the selected practice or program model has been shown to reduce violence and illegal drug use among youth.**